City of Lafayette
Staff Report
City Council

Meeting Date: April 28, 2025

Staff: **Jonathan Katayanagi, Parks, Trails & Recreation Director**
Niroop Srivatsa, City Manager

Subject: **Request to Temporarily Close the Oak Bridge Parking Lot for Artisan Fair and Recreation Events Hosted by All Ages Recreation Downtown (AARD)**

Background

All Ages Recreation Downtown (AARD), a local nonprofit organization, has requested permission to temporarily close the Oak Bridge Parking Lot on Sundays from May 18 through August 17, 2025, to host a series of Artisan Fair and Recreation events. The goal of these events is to create free, consistent community programming that supports local artists, encourages downtown activity, and generates fundraising for Lafayette parks.

The Oak Bridge Parking Lot is currently underutilized on Sundays when parking meters are not in effect, making it a suitable space for these events with minimal impact on parking availability.

AARD Proposal
The request includes:

- Temporary closure of the entire Oak Bridge Parking Lot from 11:00 AM to 5:00 PM on Sundays, May 18 through August 17, 2025 (artist setup beginning at 10:00 AM).
- Event programming to include local artisan vendor booths, recreational activities, and one food vendor per event.
- AARD to provide event management, safety measures (including K-Rails and vehicle barricades), insurance coverage, and clean-up.
- Vendor participation fees to benefit Lafayette park projects.
- Approval of parking encroachment for the use of the Oak Bridge Parking Lot.
- Waiver of the City's encroachment permit fees associated with this use.

Recommendation
Staff recommend that the City Council approve the request from All Ages Recreation Downtown (AARD) to temporarily close the Oak Bridge Parking Lot on Sundays from May 18 through August 17, 2025, for Artisan Fair and Recreation events. Staff further recommend authorizing the encroachment approval for the use of the Oak Bridge Parking Lot for this purpose and waiving the City's encroachment permit fees associated with these events. Additionally, staff recommend authorizing the City Manager to execute any necessary agreements with AARD to ensure that insurance coverage, safety measures, and maintenance responsibilities are appropriately addressed throughout the event series.

Mayor Susan Candell
Vice Mayor Anduri
Lafayette City Council Members Cervantes, Dawson, and McCormick
City of Lafayette
3675 Mt. Diablo Blvd.
Lafayette, CA 94549

Honorable Mayor Candell, Vice Mayor Anduri, and Council Members Cervantes, Dawson, and McCormick,

All Ages Recreation Downtown (AARD) requests permission to host 14 pop-up Local Artisan Fair and Recreation events in the Oak Bridge Parking Lot, Sundays, May 18 - August 17, 2025. Free and consistent public events and destinations encourage people to walk downtown to dine, shop, and play. This fosters lifestyle habits and increases downtown vibrancy. Local artists gain a new venue. By temporarily converting the largely empty (Sunday) parking lot into a community-building space, we may also raise funds and support for the City's downtown parks. We will maximize the impact per hour for the 14 weeks AARD has a Princeton-paid full time summer intern (co-founder, Eden Hall) and pleasant Lafayette summer weather.

Proposal: AARD manages Sunday (free meters) Local Artisan and All Ages Recreation Program in the Oak Bridge Parking Lot.

Where: Entire Oak Bridge Parking Lot (it is usually empty on Sundays, and parking meters are not in effect)
When: Sundays, 11-5, from May 18 through August 17 (approximately 12 Sundays)
How:

- **Recreation**: AARD sets up games/crafts/activities for all ages
- **Signups and Marketing**: AARD manages. Local artisans register for booth/table space (estimated 10-15 booths, to be determined). AARD will try to alternate signups to ensure as many local artists as possible.
- **Set Up**: Artists enter lot at 10am Sunday.
- **Food**: AARD schedules one Chamber member food truck/ice cream cart (rotate vendors) inside at 10:45am.
- **Safety**: re-purpose (6?) attractive K-Rails (purchased with ARPA funds) removed from Mt. Diablo restaurant parklets to block Bridge entrance at 11am, additionally barricaded by a vehicle for reinforcement (my vehicle).
- **Insurance**: AARD has insurance for the lot for one year.
- **Parks Fundraising**: Artisans pay $25 as a tax-deductible fee to AARD as the host of the event. Every event could net $300 or more minimum for parks, plus outreach to more potential donors.
- **Maintenance:** AARD supplies trash and recycling bins and general event clean-up. Artisans and food trucks sign contract to leave spaces clean and free of debris, or risk lack of renewal for additional events.

Who/Staff: Eden is paid Event Manager, onsite at all times. Volunteers: AARD Board of Directors, local volunteers.
Why:

- Entice people downtown with consistently scheduled, reliable, free events.
- Inspire locals with an incentive to leave their homes to walk, bike, play, dine, and shop downtown.
- Provide local artists with a social, dynamic, outdoor setting to showcase their work and network with fellow artists.
- Achieve age-friendly community goals in a centrally located, independently accessible, cost-free, ADA-friendly site.
- Gain more funds and support for downtown park acquisition, design, and construction.
- Highlight Lafayette as a thought leader. Public spaces maximize local benefit with minimal implementation costs.
- Encourage Princeton to renew the paid fellowship for multiple years by expanding the reach and scope of the civic engagement project. More paid fellowships helps achieve six of the benefits listed above for the City of Lafayette.

Working Title: Arts & Parks, Art & Parkalot, Sunday Funday, Love Lafayette Arts & Parks, etc. (To be determined.)

Thank you for your consideration of our request.

Grace Dixon
President, All Ages Recreation Downtown (AARD)

All Ages Recreation Downtown (AARD) is a 501(c)(3) nonprofit public benefit corporation. Tax ID # 93-2021276